

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
DIVISION OF CONSUMER PROTECTION
OFFICE OF PESTICIDE SERVICES

Guidance Document number: OPS 2013-01
Subject: Guidelines for pesticide project proposals
Issue date: January 3, 2013
Expiration date: In effect until otherwise rescinded

PURPOSE: To provide guidelines and establish minimum requirements for all solicited and unsolicited project proposals submitted for funding consideration by the Office of Pesticide Services (OPS) in the Virginia Department of Agriculture and Consumer Services (VDACS).

GENERAL REQUIREMENTS

- **Project Title**
- **Project Abstract:** Brief description of the project background and the significance/ importance of the issue/problem of pesticide use in Virginia. Identify the objectives; and relevance/significance of the proposed work to the State of Virginia's pesticide regulatory program. Include a list of stakeholders that would be impacted by the proposed project.
- **Project Management:** Name of principal investigator with biosketch; collaborators with biosketches (if applicable); and affiliations. If collaborators are involved in the project, explain the nature of their collaboration by specifying their responsibilities on the project. Should the project utilize contractors or subcontractors, include an explanation of their relationship to the project including the portion of the budget for their proposed work.
- **Project Period:** Specify start and end dates for the project period. Extensions to the project period may be considered by OPS without any additional funding, provided a written request is submitted prior to the expiration of the project period. Requests for additional funding with any extension require that a separate proposal to be submitted.
- **Project Objectives and Deliverables:** Specify the objectives and deliverables of the proposed project along with a timeline for accomplishing each objective.
- **Approach:** Explicitly state the procedures/methods to be used to accomplish the proposed work. Include (i) description of the proposed project activities in the sequence it is planned to be carried out; (ii) the techniques to be employed; (iii) anticipated results; (iv) means by which the project is being evaluated; (v) detailed plans on how the results will be communicated to stakeholders; and how the project would bring about changes in behavior

of pesticide users in Virginia; and (vi) potential pitfalls/limitations to the proposed approach.

- **Project Timetable:** Provide an outline of all significant phases/activities of the project as a function of time; include progress and final reports. Reports are required quarterly to OPS. Each deliverable listed under the Project Objectives must be included in the timetable.
- **Budget and total requested funding:** Provide a budget breakdown for all activities for which the proposed work is to be performed. Activities to be conducted by a contractor or subcontractor must be identified including the budgeted amount along with an explanation of their relationship to the project. Include salaries, equipment, travel, and any other necessary expenditure. A budget justification must be provided for all line items. Include any in-kind contributions and any anticipated funding from sources other than the Department of Agriculture and Consumer Services.

Proposals shall not exceed a maximum of 20 single-spaced pages, not including biosketches. A minimum font size of 12 point is required.

APPLICATION PROCESS

All proposals must be submitted to:

Liza J. Fleeson
Program Manager
Office of Pesticide Services
102 Governor Street; Room 155
Richmond, VA 23219.

Alternatively, proposals may be sent electronically to Liza.Fleeson@vdacs.virginia.gov

Questions should be directed to Ms. Fleeson at the email address above or (804)371-6559.